

**TRANSPORTATION
ASSISTANT
GS-2102-07**

TRANSPORTATION

I. POSITION AND ORGANIZATION INFORMATION**Position:**

Transportation Assistant (Fleet Management), GS-2102-07

Purpose of position:

The primary purpose of the position is to supervise or perform work arranging for the transportation of freight, passengers, or personal property by Government or commercial means.

Organization:

Facilities Mgmt Div., Transportation Br.

Organization goals:**II. MAJOR DUTIES****A. Duty (Critical):**

Performs transportation assistant work involving the management of a large motor vehicle fleet consisting of a variety organization-owned, government-leased, and military-owned vehicles and equipment. Responsible for maintaining and evaluating the effectiveness of the organization's vehicle fleet. Provides policy and regulatory guidance to the organization on the general utilization and maintenance of vehicles and equipment in accomplishing its mission. Conducts studies and analyses to improve the efficiency of fleet management services. (100%)

Tasks:

1. Monitors and analyzes vehicle utilization and maintenance. Collects pertinent data on vehicles and reviews a variety of reports addressing maintenance, vehicle cost, and funding projections relating to usage and expenses in order to identify problems for organizational review.
2. Based on analyses of systemic problems and/or unique maintenance usage situations, recommends the discontinuance, repair, disposal, and/or replacement of vehicles.
3. Responsible for identifying problem areas, developing solutions, and recommending changes in procedures and policies to higher level personnel.
4. Conducts studies and analyses where required to improve vehicle and equipment services and to expand the efficiency of the fleet management program.
5. Monitors and evaluates contractor repair services to ensure the quality control of repairs and maintenance services. Takes necessary corrective measures where deficiencies are detected.
6. Conducts periodic physical inspections and maintenance reviews of vehicles and equipment to verify that maintenance is performed as prescribed.

7. Assists organizational personnel in establishing automated maintenance plans and in projecting unscheduled maintenance requirements.

Selected Staffing KSAs:

A1, A2, A3, A4, A5, A6, A7, A8

III. KNOWLEDGES, SKILLS AND ABILITIES (KSAs)

~~Selected Staffing KSAs:~~

1. Ability to communicate orally
2. Ability to communicate in writing
3. Skill in interpersonal relations
4. Ability to plan and organize work
5. Knowledge of general office administrative and clerical procedures
6. Ability to provide guidance to customers
7. Ability to interpret and apply rules, regulations, and procedures
8. Ability to advise others

B. Basic Training Competencies:

1. Ability to communicate orally
2. Ability to communicate in writing
3. Skill in interpersonal relations
4. Ability to plan and organize work
5. Knowledge of general office administrative and clerical procedures
6. Ability to provide guidance to customers
7. Ability to interpret and apply rules, regulations, and procedures
8. Ability to advise others

IV. CLASSIFICATION FACTORS

Factor 1. Knowledge

Level 1-4 (550 Points)

1. The work requires knowledge and application of an extensive body of transportation regulations, methods, and practices to perform a wide variety of interrelated or nonstandard transportation support assignments and to resolve a wide range of problems. The work requires knowledge comparable to one or more of the following:
 - knowledge of transportation regulations that relate to the movement of a wide range of specialized shipments, e.g., oversized, heavy haul, hazardous, or security risk items requiring specialized shipment needs, storage capabilities, carrier services, and handling;
 - knowledge of transportation regulations governing entitlements and documentation requirements for domestic or foreign relocation travel to advise on travel procedures, restrictions and allowances, and to resolve conflicts or issues related to the travel;
 - knowledge of a variety of transportation functional areas and their relationship to other functions to investigate complaints or errors that require reconciling information, conducting searches, and other similar

actions;

- knowledge of automated transportation systems to reconcile errors that require an understanding of nonstandard transportation procedures, or to provide subject-matter assistance in the development of automated transportation procedures for clerical operations;
- knowledge of extensive and diverse regulations governing a wide variety of types of passenger travel to make arrangements, provide advice, or perform other work that requires authoritative procedural knowledge of travel policies or laws;
- knowledge of the requirements of various transportation regulations to monitor and report on carrier compliance with contract terms, safety provisions, or other transportation programs.

Factor 2. Supervisory Controls **Level 2-3 (275 Points)**

The supervisor outlines objectives, priorities, and deadlines and provides guidance on dealing with unusually involved or one-of-a-kind situations. The incumbent independently plans and carries out the successive steps to complete transportation support duties and uses accepted practices to resolve problems and deviations. Completed work is reviewed for technical soundness, appropriateness, and conformance to policy requirements. Methods used by the incumbent are usually not reviewed in detail.

Factor 3. Guidelines **Level 3-3 (275 Points)**

Guidelines include volumes of transportation regulations, manuals, guides directories, tenders, or operating procedures. However, most are not completely applicable to many aspects of the work because of the problem solving or complicated nature of the assignments. The incumbent uses judgment to interpret guidelines, adapt procedures, decide approaches, and resolve specific problems.

Factor 4. Complexity **Level 4-3 (150 Points)**

The work involves performing one or more transportation support functions that require the use of different and unrelated procedures and methods. Assignments received are relatively broad and varied and work methods are not completely standardized. Also, transactions are interrelated with other systems and often require extensive coordination with different personnel. The incumbent may need to consider previous actions and understand how these actions differ from or are similar to current actions before deciding on an approach. The incumbent makes recommendations or takes action based on a review of pertinent transportation regulations and documents.

Factor 5. Scope and Effect **Level 5-3 (150 Points)**

The purpose of the work is to apply conventional practices to treat a variety of problems in transportation transactions by applying established procedures. In some situations, the work results in recommendations, actions, reports, advice, or decisions that affect the operation of certain programs or the ability of serviced programs to conduct business adequately.

Factor 6. Personal Contacts **Level 6-2 (25 Points)**

Contacts are with employees in the same agency but outside the immediate organization, i.e., personnel shipping items, travelers seeking advice, and transportation personnel at other installations or agencies, and/or contacts are with members of the general public in a moderately structured setting, i.e., airline representatives, travel agencies, moving companies, and storage warehouses.

Factor 7. Purpose of Contacts**Level 7-2 (50 Points)**

The purpose of the contacts is to plan and coordinate actions to prevent or correct errors, delays, or other complications from occurring.

Factor 8. Physical Demands**Level 8-1 (5 Points)**

The work may require some physical effort, such as standing, walking, bending, or sitting. There are no special physical demands.

Factor 9. Work Environment**Level 9-1 (5 Points)**

The employee works primarily in an office setting involving everyday risks or discomforts. Normal safety precautions are adequate.

V. CLASSIFICATION SUMMARY

In this position:

Duty A. 100% GS-2102-07 Transportation Assistant
Fleet Management

The classification criteria for this position are based on the US OPM Position
~~Classification Standard for Transportation Clerk and Assistant Series,~~
GS-2102, dated March, 1993 (TS-122).

GS-07 Point range: 1355 - 1600
Total Point: 1485
Grade: GS-07